



SUBDIVISION APPLICATION FORM

City of Manchester

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| To be Completed by Applicant | 9. Owner | Name |
| 1. Date of Submission | Address | |
| 2. Type of Application <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other: _____ | Telephone: | Email: |
| | Owner's Signature | |
| | 10. Agent | Name |
| 3. # Of Lots To Be Created | Address | |
| 4. Total Area of Site | Telephone | |
| 5. Location of Lots: Address: | 11. Surveyor | Name |
| Map/Lot #: | Address | |
| | Telephone: | Email: |
| 6. Zoning District | 12. Required Application Fees: 1. Application Fee \$25.00 (non-refundable) 2. Subdivision \$250.00 (base fee) \$100.00 (per lot) 3. Abutter notification fee of \$5.75/ name (check made payable to the City of Manchester) | |
| 7. Ward | | |
| 8. Was this property the subject of a variance from the ZBA? Yes <input type="checkbox"/> Case # _____ No <input type="checkbox"/> | 13. Required Application Material: (Refer to Appendix B) | |

PLANNING & COMMUNITY DEVELOPMENT USE ONLY, DO NOT WRITE BELOW THIS LINE

| | | |
|--|---|----------------------------|
| 1. Materials Submitted <input type="checkbox"/> Plans <input type="checkbox"/> Reduced Plans <input type="checkbox"/> Abutters List <input type="checkbox"/> Application Fee <input type="checkbox"/> Postage Fee <input type="checkbox"/> Public Improvement Plans <input type="checkbox"/> PDF Files <input type="checkbox"/> Other _____ | 2. Fees Application Fee _____ Subdivision Fee _____ Postage Fee _____ | Receipt Stamp |
| | 3. Date of Public Hearing: | |
| | 4. R-2 Special Use Permit If so, attach SUP Form. <input type="checkbox"/> | Subdivision Control Number |
| | 5. Cluster Subdivision | |

APPENDIX B [Amended]

APPLICATION MATERIALS FOR SUBDIVISION REVIEW

I. FORMAL APPLICATION SUBMISSION

The following specifies the material necessary for a Formal Application Submission. A minor subdivision or lot line adjustment does not require the submission of Item (C) below.

(A) Basic Submission Materials:

- (1) Application form signed by the applicant and owner of record of the property.
- (2) Abutters list including the names and mailing addresses of all abutting owners of record.
- (3) **Fees. The application shall be accompanied by a check or cash to include a “Application Fee” as indicated in Appendix A as set by the Board, a “Subdivision Application Fee”, and a “Postage Fee” for the cost of mailing notices by certified mail to all abutters. [Amended 4/29/10]**
- (4) A copy of the existing deed of the property.

(B) Subdivision Plan. This shall be an accurate plan of the proposed subdivision layout. It shall be prepared by a Licensed Land Surveyor and bear the statement “I hereby certify that this plan is based on an actual field survey and has a maximum error of closure of 1 in 10,000 on all property lines within and bordering the subject property”. It shall be signed and sealed by the surveyor. Boundary lines and horizontal and vertical features shall be based on New Hampshire State Plane Coordinate System (NAD 83/92-NGVD 88). [Amended 4/26/07] The map shall satisfy the size requirements for recording and shall have a scale adequate to show all pertinent details. It shall be drawn with black waterproof ink on mylar along with three (3) paper prints. In addition, one reduced copy (not to exceed 11” X 17”) of the Plan shall be submitted. The Plan shall include, where applicable: [Amend. 4/15/88]

- (1) Title, date, name of City and north point.
- (2) Proposed lots and lot numbers.
- (3) Building envelope for each new building lot.
- (4) The square footage of all lots and open spaces.
- (5) Existing buildings, structures, property lines, easements and rights-of-way.
- (6) Existing and proposed watercourses, ponds, wetlands, channel encroachment lines and 100 year flood lines.
- (7) Dimensions and bearings of all lines within and bordering the subject property.
- (8) Adjoining property lines for an appropriate distance from the perimeter of the subdivision, adjoining easements, and name and address of abutting property owners of record.
- (9) The central angle, radius and length of curve on all curves.
- (10) The dimensions and width of all proposed rights-of-way and easements.
- (11) Street bound locations.
- (12) Existing and proposed street names.
- (13) Existing storm drains, sanitary sewers, water wells, catch basins, manholes, bridges, headwalls utility poles and lines, gas lines and all other structures pertaining to streets, drainage, sewers and utilities.

- (14) An index map if the proposed subdivision is divided into sections or is of such size that more than two (2) sheets are required.
 - (15) A location map, if necessary, at a scale adequate to show the location of the subdivision and relation to primary roads.
 - (16) For any subdivision over one (1) acre, the following note shall be incorporated on the subdivision plan, "the project will be required to obtain National Pollutant Discharge Elimination System (NPDES) permit coverage as issued by the United States Environmental Protection Agency (EPA). The owner/developer and "operator" (general contractor) shall be required to prepare and submit a Notice of Intent (NOI) to the EPA prior to the start of construction and shall be responsible for the preparation and implementation of a Storm Water Pollution Prevention Plan (SWPPP) meeting the requirements of the current NPDES permit." [Amended 12/18/03]
- (C) Public Improvements Plan. This plan shall include plan and profile drawings of all proposed streets, Storm drains, sanitary sewers, catch basins, manholes, watercourses, headwalls, sidewalks, curbs, gutters, bridges, culverts and other structures pertaining to streets, drainage, sewers and other utilities. The size and scale of the plan shall correspond to the final plan. In the case of streets, sample road cross sections shall be shown. Road profiles shall show the existing and proposed centerline elevations and proposed grades. The depth, invert, slope and size of all pipes, ditches and streams shall be shown. Detail drawings of any bridges, box culverts, deep manholes and other special structures shall be submitted. Six (6) paper prints of plans shall be submitted and bear the seal of the licensed engineer who prepared the plans.
- (D) Other Material Required.
- (1) Topography. Existing contours at two foot intervals may be required. In addition, in the event that major re-grading or soil or rock removal is proposed, a grading plan shall be submitted. This plan shall show existing and proposed contours with an interval of two (2) feet; the estimated amount of material to be added or removed; and the proposed layout of streets, lots and drainage. It shall bear the seal of the licensed engineer who prepared the plan. Six (6) paper prints shall be submitted.
 - (2) Sewage Disposal. When subdivision is to be served by sanitary sewer, certification from the Highway Department and, as applicable, the NH Department of Environmental Services (DES) shall be submitted. When other forms of treatment are proposed, certification from the Health Department and DES shall be submitted.
 - (3) Water Supply. When subdivision is to be served by public water, the applicant shall show the location of water lines and all appurtenant structures on plan profile. A statement of approval from the Manchester Water Works shall be submitted.
 - (4) Existing and proposed driveways.
 - (5) Dedication and Deeds. Street areas shall be dedicated using the format available in the Board offices which will be conveyed to the City Planning office prior to the time of signing of the plat. Easements for sanitary sewer and storm drains are required where the utilities are located outside the right-of-way of streets. Easements will be conveyed with warranty covenants prior to the time of signing of the plat.
 - (6) Other evidence. Other evidence may be required, if necessary for Board determination, establishing that the land to be subdivided is of such character that it can be used for building purpose without danger to health or public safety.

II. PRELIMINARY PLAN SUBMISSION (when determined applicable by Planning Dept.)

Five (5) paper prints of the preliminary plan should be submitted. The map shall be drawn to a scale adequate to show all pertinent details and shall include the following items listed under B) Subdivision Plan above: 1, 2, 4, 5, 6, 12 and 13.

III. DIGITAL FILE FORMAT.

All plans must be submitted as a PDF file, one file for each plan. They are in addition to and do not replace any current submission requirements. Accompanying documentation or updated information supplied after submission must also be accompanied by a CD-ROM containing the amended or new information in PDF format. This digital format will be kept in the Planning Department digital files and may be used to send plans to Planning Board Members, abutters, peer review engineers, and all other interested parties.

[Amended 4/26/07]



SUBDIVISION APPLICATION CHECKLIST

City of Manchester

To be completed by staff

A. Basic Materials

- ☐ 1. Six (6) full size paper prints of the subdivision Plan prepared in accordance with the requirements of the Subdivision and Site Plan Regulations;
- ☐ 2. One copy of the subdivision plan set reduced to
- ☐ 3. List of names and addresses of all abutters as defined by the current statute;
- ☐ 4. The subdivision application form properly executed;

- ☐ 5. A copy of the existing deed of the property;
- ☐ 6. Application Fee \$25.00 (non-refundable);
- ☐ 7. Subdivision Fee \$250.00 (Base Fee)
\$100.00 (Per Lot);
- ☐ 8. Abutter notification fee of \$5.75 (Check made out to The City of Manchester) per name (including applicant, owner and engineers/surveyors);
- ☐ 9. For major subdivisions – (3) copies of the required “Public Improvements Plan”;
- ☐ 10. CD-ROM containing plans and accompanying materials in PDF format

B. Specific Items

- ☐ 1. Seal and signature of Licensed Land Surveyor.
- ☐ 2. Certification of accuracy.
- ☐ 3. Recording suitable scale and size.
- ☐ 4. Title, date name of City and north point.
- ☐ 5. Proposed lots and lot numbers.
- ☐ 6. Building envelope for each new building lot.
- ☐ 7. The square footage of all lots and open spaces.
- ☐ 8. Existing buildings, structures, property lines, easements and rights-of-way.
- ☐ 9. Existing and proposed watercourses, ponds wetlands, channel encroachment lines and 100 year flood lines.
- ☐ 10. Dimensions and bearings of all lines within and bordering the subject property.
- ☐ 11. Adjoining property lines for an appropriate distance from the perimeter of the subdivision, adjoining easements, and name and address of abutting property owners of record.
- ☐ 12. The central angle, radius & length of curves.
- ☐ 13. The dimensions and width of all proposed rights-of-way and easements.
- ☐ 14. Street bound locations
- ☐ 15. Existing and proposed street names.

- ☐ 16. Existing storm drains, sanitary sewers, water wells, catch basins, manholes, bridges, headwalls, utility poles and lines, gas lines and all other structures pertaining to streets, drainage, sewers and utilities.
- ☐ 17. An index map if the proposed subdivision is divided into sections or is of such size that more than two (2) sheets are required.
- ☐ 18. A location map, if necessary, at a scale adequate to show the location of the subdivision and relation to primary roads.

C. For Major Subdivisions

- ☐ 1. Public Improvements Plan. Plans, profiles and street cross sections with engineer's seal.

D. Other Materials as Required

- ☐ 1. Topography
- ☐ 2. Sewage Disposal
- ☐ 3. Water Supply
- ☐ 4. Existing and Proposed driveways
- ☐ 5. Dedication and Deeds
- ☐ 6. Traffic Study
- ☐ 7. Other Evidence. (Cite section of regulations)

Comments: _____
Date of Review: _____ By: _____
Date Determined Complete Application: _____

Project Number